

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-582

OPEN PERIOD:

11/17/2009 – 12/1/2009

JOB TITLE:Strategic Plans and
Policy Officer**PAY GRADE AND SERIES:**

GS-0340-12

PAY RANGE:

\$72,168 - \$93,814

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**PDCN #:** 90068000**Security Clearance Required:**

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of O-3 through O-5.

Compatible Military Grade Assignment: MOS FA59**Key Requirements:****THIS IS AN INDEFINITE POSITION**

This is a provisional position description that projects duties and responsibilities associated with the Joint Staff. This position is located in the Joint Force Headquarters-State, Strategic Plans, Policy, and Interagency Interoperability Directorate, (J-5). The primary purpose of this position is to serve as the Officer over Strategic Plans and Policy. The mission involves joint future strategic plans, documents and studies on current and future military strategy, execution of National Guard positions regarding international affairs issues, oversight of mobilization planning, and enhancement of National Guard (NG) joint force development through war plans. Serves as the principal staff officer and primary advisor to the Adjutant General and the Chief of the Joint Staff for providing leadership, oversight, information, analysis, guidance and recommendations on matters regarding J-5 joint policy for the state.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques.

Strategic Plans and Policy Officer GS-0340-12: Must have 36 months of specialized experience which demonstrates the ability to facilitate strategic planning/organizational development activities for a large organization using normally accepted methods and tools; experience which demonstrates the ability to write strategic plans for organizations with multiple departments or subordinate elements; experience which demonstrates the ability to read, interpret, and analyze external policies to assess applicability to the organization; experience which demonstrates the ability to accomplish tasks and continue the professional development of those supervised; experience which demonstrates the ability to develop and utilize metrics based performance measures to establish methods to track organizational development and/or performance improvement.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of facilitating strategic planning and/or Organizational Development.
2. Ability to write strategic plans for organizations with multiple departments or subordinate elements.
3. Knowledge of drafting or written organizational policy.
4. Ability to draft organizational policies to support the intent of the commander or implement external guidance.
5. Ability to supervise the prioritized efforts of individuals of the team.

6. Ability to accomplish tasks and continue the professional development of those supervised.
7. Knowledge of and skill in developing and utilizing performance measures.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER